

C.I.G. Administrative Instructions

25X1A

1 of 1

UNCLASSIFIED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
No. []

23 January 1949

SUBJECT: Memorandum from Deputy Commissioner for Buildings Management
of Public Buildings Administration.

(This rescinds Administrative Instruction [] dated 20
January 1948 and Administrative Instruction [] dated
22 November 1948.)

25X1A

25X1A

1. The following memorandum received from the Federal Works Agency,
Public Buildings Administration, Office of Buildings Management, is quoted
for compliance by all employees of CIA:

"The Bureau of Federal Supply has advised that the coal
supply is critical and that every step to conserve the Govern-
ment's fuel supply be made. In view of the serious situation,
it will be necessary to return to wartime heating and lighting
schedule in Federal buildings.

"To meet the situation and to accomplish the maximum saving
in fuel and electricity, it is necessary that we have the full
cooperation of all Government personnel. The steps that can be
taken by Government personnel are:

- "1. Do not use unnecessary lights.
- "2. Keep windows and doors closed so that the inside air
does not unnecessarily escape to the outside when the
outdoor temperature is less than the indoor temperature.
- "3. Heating units controlled by room occupants should be
used to meet minimum heating requirements.
- "4. Heating units controlled by building operating personnel
should not be disturbed by room occupants.

"The operating personnel will take periodic readings of the
temperature throughout the buildings each day and will make what-
ever readjustments of the control equipment or operating procedure
as are necessary or practical to keep the temperatures to minimum
requirements. The supervisors of the night cleaning force will
again instruct their employees to turn on, for the minimum length
of time, only such lights as are essential to the performance of
their work.

"An occupants' program of monitor control over heat and light would be desirable and would materially assist in conserving fuel and electricity. A program of this nature would insure that windows are kept closed when required for comfort, radiators turned off to prevent overheating and lights turned out when not needed.

"Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appreciated."

2. Assistant Directors and Staff Chiefs will designate responsible officials within their activities for monitoring heat and light controls.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

DISTRIBUTION: All CIA Employees.

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*Smith
over*

25X1A

ADMINISTRATIVE INSTRUCTION
NO.

20 January 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline, and Gas

25X1A

1. A memorandum from the President is quoted below. Each individual in CIA having any responsibility for the will comply with the instructions.

"I hereby direct that, effective immediately, each Department and agency of the Government observe and enforce the following rules, applicable to all property and equipment which is owned, operated, or controlled by the Government, and which wherever located uses fuel oil or gasoline, or which uses gas in areas where natural gas is not in abundant supply, except where full and rigid observance would impair or endanger health or safety.

1. Office buildings and other establishments shall not be heated above 68° at the start of work and shall be maintained at this temperature so far as practicable throughout the work day. After work hours buildings shall not be heated above 60°. The only exception shall be those establishments whose operations require a higher temperature. Buildings without zone control and areas difficult to heat without raising the temperature of the entire building shall be studied to determine the necessary mechanical changes reasonably to meet the objectives stated.

2. Residences and residential quarters shall not be heated above 68° during waking hours or above 60° at other times.

3. No unused or unoccupied space shall be heated above the minimum temperature required to prevent damage thereto.

4. No equipment shall be installed for burning fuel oil or gas or liquefied petroleum gas, and no permanent building or establishment shall be converted to these fuels, without the prior approval of the Bureau of Mines, except where firm commitments for such installations or conversions have already been made.

5. If available funds permit, all buildings should be insulated, weather-stripped, and provided with storm sashes to the maximum practicable extent.

6. Lighting and other uses of electricity shall be kept at the minimum consistent with safety and working efficiency, and no hot water shall be wasted.

7. No vehicle shall be driven farther or more often than necessary, or be driven at a speed of more than 40 miles an hour except in emergency.

8. No vehicle shall use premium grade motor fuel unless specifically designed for and requiring a higher octane fuel than the regular grade.

9. Every means of conserving fuel oil, gasoline, and gas, including proper maintenance of heating equipment and motor vehicles, shall be adopted and observed.

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The Bureau of Mines, Department of the Interior, will advise, on request, those responsible for the heating of buildings and other establishments on proper methods to save fuel.

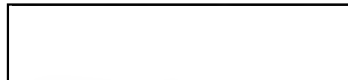
The head of each Department and Independent Agency will be responsible for the enforcement and observance of the foregoing rules. In addition, the head of each Department and Agency is directed to urge all employees, contractors, sub-contractors, and others within his jurisdiction to observe the foregoing rules."

/s/ HARRY S. TRUMAN

THE WHITE HOUSE,

January 17, 1948.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for
Administration and Management

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

rescinded by
[redacted]
1/28/49

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

22 November 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline and Gas.

A memorandum from the Bureau of the Budget, dated 8 November 1948, is quoted, in part, below. Each individual in CIA having any responsibility for the matters covered will comply with the instructions:

"Reference is made to the President's memorandum of January 17, 1948, to the Heads of All Departments and Independent Agencies, regarding the conservation of fuel oil, gasoline, and gas." (Administrative Instruction No. [redacted] dated 20 January 1948.)

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"Paragraph 7 of the memorandum is hereby revised as follows:

"No vehicle shall be driven farther or more often than necessary, or be driven at a speed in excess of, or in a manner contrary to, that allowed by State or District of Columbia motor vehicle laws.'....

"By direction of the President:

/s/ JAMES E. WEBB
Director"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

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DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
No.

28 January 1949

SUBJECT: Memorandum from Deputy Commissioner for Buildings Management
of Public Buildings Administration.

25X1A

(This rescinds Administrative Instruction No. dated 20
January 1948 and Administrative Instruction No. dated
22 November 1948.)

25X1A

1. The following memorandum received from the Federal Works Agency,
Public Buildings Administration, Office of Buildings Management, is quoted
for compliance by all employees of CIA:

"The Bureau of Federal Supply has advised that the coal
supply is critical and that every step to conserve the Govern-
ment's fuel supply be made. In view of the serious situation,
it will be necessary to return to wartime heating and lighting
schedule in Federal buildings.

"To meet the situation and to accomplish the maximum saving
in fuel and electricity, it is necessary that we have the full
cooperation of all Government personnel. The steps that can be
taken by Government personnel are:

- "1. Do not use unnecessary lights.
- "2. Keep windows and doors closed so that the inside air
does not unnecessarily escape to the outside when the
outdoor temperature is less than the indoor temperature.
- "3. Heating units controlled by room occupants should be
used to meet minimum heating requirements.
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should not be disturbed by room occupants.

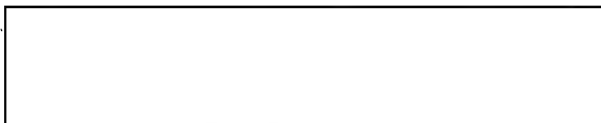
"The operating personnel will take periodic readings of the
temperature throughout the buildings each day and will make what-
ever readjustments of the control equipment or operating procedure
as are necessary or practical to keep the temperatures to minimum
requirements. The supervisors of the night cleaning force will
again instruct their employees to turn on, for the minimum length
of time, only such lights as are essential to the performance of
their work.

"An occupants' program of monitor control over heat and light would be desirable and would materially assist in conserving fuel and electricity. A program of this nature would insure that windows are kept closed when required for comfort, radiators turned off to prevent overheating and lights turned out when not needed.

"Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appreciated."

2. Assistant Directors and Staff Chiefs will designate responsible officials within their activities for monitoring heat and light controls.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

DISTRIBUTION: All CIA Employees.

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Washington, D. C.

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25X1A ADMINISTRATIVE INSTRUCTION
25X1A NO. [redacted]

20 January 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline, and Gas

1. A memorandum from the President is quoted below. Each individual in CIA having any responsibility for the matters covered will comply with the instructions.

"I hereby direct that, effective immediately, each Department and agency of the Government observe and enforce the following rules, applicable to all property and equipment which is owned, operated, or controlled by the Government, and which wherever located uses fuel oil or gasoline, or which uses gas in areas where natural gas is not in abundant supply, except where full and rigid observance would impair or endanger health or safety.

1. Office buildings and other establishments shall not be heated above 68° at the start of work and shall be maintained at this temperature so far as practicable throughout the work-day. After work hours buildings shall not be heated above 60°. The only exception shall be those establishments whose operations require a higher temperature. Buildings without zone control and areas difficult to heat without raising the temperature of the entire building shall be studied to determine the necessary mechanical changes reasonably to meet the objectives stated.

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3. No unused or unoccupied space shall be heated above the minimum temperature required to prevent damage thereto.

4. No equipment shall be installed for burning fuel oil or gas or liquefied petroleum gas, and no permanent building or establishment shall be converted to these fuels, without the prior approval of the Bureau of Mines, except where firm commitments for such installations or conversions have already been made.

5. If available funds permit, all buildings should be insulated, weather-stripped, and provided with storm sashes to the maximum practicable extent.

6. Lighting and other uses of electricity shall be kept at the minimum consistent with safety and working efficiency, and no hot water shall be wasted.

7. No vehicle shall be driven farther or more often than necessary, or be driven at a speed of more than 40 miles an hour except in emergency.

8. No vehicle shall use premium grade motor fuel unless specifically designed for and requiring a higher octane fuel than the regular grade.

9. Every means of conserving fuel oil, gasoline, and gas, including proper maintenance of heating equipment and motor vehicles, shall be adopted and observed.

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The Bureau of Mines, Department of the Interior, will advise, on request, those responsible for the heating of buildings and other establishments on proper methods to save fuel.

The head of each Department and Independent Agency will be responsible for the enforcement and observance of the foregoing rules. In addition, the head of each Department and Agency is directed to urge all employees, contractors, sub-contractors, and others within his jurisdiction to observe the foregoing rules."

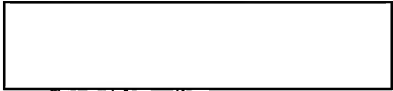
/s/ HARRY S. TRUMAN

THE WHITE HOUSE,

January 17, 1948.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

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Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO. [redacted]

22 November 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline and Gas.

A memorandum from the Bureau of the Budget, dated 8 November 1948, is quoted, in part, below. Each individual in CIA having any responsibility for the matters covered will comply with the instructions:

"Reference is made to the President's memorandum of January 17, 1948, to the Heads of All Departments and Independent Agencies, regarding the conservation of fuel oil, gasoline, and gas." (Administrative Instruction [redacted] dated 20 January 1948.)

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"Paragraph 7 of the memorandum is hereby revised as follows:

"No vehicle shall be driven farther or more often than necessary, or be driven at a speed in excess of, or in a manner contrary to, that allowed by State or District of Columbia motor vehicle laws.'....

"By direction of the President:

/s/ JAMES E. WEBB
Director"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

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Notice [] dtd 13 Apr 48

DRAFT # [] - 12/10

25X1A

ADMINISTRATIVE INSTRUCTION
NO. []*28 Jan. 1949*

25X1A

SUBJECT: Memorandum from Deputy Commissioner for Buildings Management
of Public Buildings Administration.*(This receiving Admin Instr [] dtd 20 Jan 48 and 22 Nov 48)*

1. The following memorandum received from the Federal Works Agency,
Public Buildings Administration, Office of Buildings Management, is
quoted for compliance by all employees of CIA:

"The Bureau of Federal Supply has advised that the coal supply is critical and that every step to conserve the Government's fuel supply be made. In view of the serious situation, it will be necessary to return to wartime heating and lighting schedule in Federal buildings.

"To meet the situation and to accomplish the maximum saving in fuel and electricity, it is necessary that we have the full cooperation of all Government personnel. The steps that can be taken by Government personnel are:

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- "4. Heating units controlled by building operating personnel should not be disturbed by room occupants.

"The operating personnel will take periodic readings of the temperature throughout the buildings each day and will make whatever readjustments of the control equipment or operating procedure as are necessary or practical to keep the temperatures to minimum requirements. The supervisors of the night cleaning force will again

-2-

instruct their employees to turn on, for the minimum length of time, only such lights as are essential to the performance of their work.

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"Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appreciated."

~~S.B.~~ Assistant Directors and Staff Chiefs will designate responsible officials within their activities for monitoring heat and light controls.

FOR THE DCI:

Capt Ford

Distr.: All

Form 9-48

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QK WJ

#1. This Administrative Instruction rescinds Administrative Instruction No. and Administrative Instruction No.

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25X1A

22 Nov. 48

Adm Instr

Subject Order for Conservation of Fuel Oil, Gasoline and Gas.

A memorandum from the Bureau of the Budget dated 8 November 1948 is quoted, in part, below. Each individual in CIA having any responsibility for the matters covered will comply with the instructions.

"Reference

By direction of the President:

/s/ James E. Webb
Director.

For the DCI

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Distribution: A

<div style="display: flex; justify-content: space-between; font-weight: bold;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Exec. for A & M	<i>DS</i>	<i>18 Nov</i>
2	<i>Chief Management</i>		
3			
4			
5			
FROM		INITIALS	DATE
1	Chief, Budget and Finance Br.	<i>SA</i>	<i>11-17-48</i>
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input checked="" type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input checked="" type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS:</p> <div style="border: 1px solid black; height: 50px; width: 150px; margin: 10px auto;"></div>			
<div style="display: flex; justify-content: space-between; font-weight: bold;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			

FORM NO. 30-4
SEP 1947

STATINTL

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

November 8, 1948

CIRCULAR NO. A-41

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Motor equipment - fuel conservation

"Reference is made to the President's memorandum of January 17, 1948, to the Heads of All Departments and Independent Agencies, regarding the conservation of fuel oil, gasoline, and gas." *(Administrative Instruction No. 7 dated 20 January)*

"Paragraph 7 of the memorandum is hereby revised as follows:

"No vehicle shall be driven farther or more often than necessary, or be driven at a speed in excess of, or in a manner contrary to, that allowed by State or District of Columbia motor vehicle laws."

In enforcing the restriction prescribed in paragraph 8 of the memorandum, the head of each department or independent agency is authorized to make or sanction such limited exceptions as the public interest may require, including the approval of vouchers in payment for any premium grade fuel which, though not purchased in conformity with said restriction, is certified by a responsible supervisor to have been procured in good faith prior to adequate notification of the restriction.

By direction of the President:

JAMES E. WEBB
Director

(No. A-41)

20 Jan 48

Administrative Instruction

25X1A

1. ^a ~~The following~~ memorandum from the President is quoted below. Each individual in CIA having any responsibility for the matters covered will ~~comply~~ ^{fully} comply with the instructions.

For Vice

25X1A

JANUARY 17, 1948

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Gas

Subject: ORDER FOR CONSERVATION OF FUEL OIL, GASOLINE, AND GAS

TO THE HEADS OF ALL DEPARTMENTS AND INDEPENDENT AGENCIES:

"I hereby direct that, effective immediately, each Department and agency of the Government observe and enforce the following rules, applicable to all property and equipment which is owned, operated, or controlled by the Government, and which wherever located uses fuel oil or gasoline, or which uses gas in areas where natural gas is not in abundant supply, except where full and rigid observance would impair or endanger health or safety.

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4. No equipment shall be installed for burning fuel oil or gas or liquefied petroleum gas, and no permanent building or establishment shall be converted to these fuels, without the prior approval of the Bureau of Mines, except where firm commitments for such installations or conversions have already been made.

5. If available funds permit, all buildings should be insulated, weather-stripped, and provided with storm sashes to the maximum practicable extent.

6. Lighting and other uses of electricity shall be kept at the minimum consistent with safety and working efficiency, and no hot water shall be wasted.

7. No vehicle shall be driven farther or more often than necessary, or be driven at a speed of more than 40 miles an hour except in emergency.

8. No vehicle shall use premium grade motor fuel unless specifically designed for and requiring a higher octane fuel than the regular grade.

9. Every means of conserving fuel oil, gasoline, and gas, including proper maintenance of heating equipment and motor vehicles, shall be adopted and observed.

The Bureau of Mines, Department of the Interior, will advise, on request, those responsible for the heating of buildings and other establishments on proper methods to save fuel.

The head of each Department and Independent Agency will be responsible for the enforcement and observance of the foregoing rules. In addition, the head of each Department and Agency is directed to urge all employees, contractors, sub-contractors, and others within his jurisdiction to observe the foregoing rules."

HARRY S. TRUMAN

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO.

22 November 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline and Gas.

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Director"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Executive for
Administration and Management

DISTRIBUTION: A